



United States
Department of
Agriculture

JAN 17 2006

Animal and
Plant Health
Inspection
Service

SUBJECT: Equal Employment Opportunity Management Directive 715

Marketing &
Regulatory
Programs Business
Services

TO: Sadhna G. True, Director
USDA, Office of Civil Rights

4700 River Road
Riverdale, MD
20737

Federal Relay
Service
(Voice/TTY/ASCII/
Spanish)
1-800-877-8339

Attached is the Federal Agency Annual EEO Program Status report for the Animal and Plant Health Inspection Service (APHIS) as required by the Equal Employment Opportunity Commission Management Directive 715 (MD-715). The report covers the period October 1, 2004 through September 30, 2005.

If you have any questions or require additional information, please call me on (202) 720-0009 or Njeri K. Mwalimu, Deputy Director, Civil Rights Enforcement and Compliance on (202) 720-7830.

Anna P. Grayson, Director
Civil Rights Enforcement and Compliance

Enclosures



Safeguarding American Agriculture
APHIS is an agency of USDA's Marketing and Regulatory Program
An Equal Opportunity Provider and Employer

EEOC FORM 715-01

EEO Program Status Report

Section 1 - APHIS Organization Chart and Civil Rights Policy Statement

Section 2 - Parts A – J

- Part A – Agency's Identifying Information
- Part B – Total Employment
- Part C – Agency Officials Responsible for Oversight
of EEO Programs
- Part D – List of Subordinate Components Covered
in this report
- Part E – Executive Summary
- Part F – Certification of Establishment of Continuing
Equal Employment Opportunity Programs
- Part G – Self-Assessment Checklist – ***Not Required for Submission***
- Part H – EEO Plan to Attain the Essential Elements
of a model EEO Program
- Part I – EEO Plan to Eliminate Identified Barriers
- Part J – Special Program for the Recruitment, Hiring and
Advancement of Individuals with Targeted Disabilities

Section 3 – Tables A and B

A Tables – Total Employment

B Tables – Individuals with Disabilities Employment

APHIS Organization





United States
Department of
Agriculture

Marketing and
Regulatory
Programs

Animal and
Plant Health
Inspection
Service

Washington, DC
20250

Federal Relay Service
(Voice/TTY/ASCII/Spanish)
1-800-877-8339

APHIS Civil Rights Policy Statement

This Civil Rights Policy Statement serves as a reminder of my commitment to Civil Rights and Equal Employment Opportunity within the Animal and Plant Health Inspection Service. Our goal is to increase all efforts to ensure a work place free of discrimination, reprisal, retaliation, sexual harassment, and harassment of any type, and maintain a model EEO program as prescribed by the Equal Employment Opportunity Commission. It also reaffirms the responsibility for managers and supervisors to practice positive work place behavior.

All APHIS employees, regardless of race, color, religion, gender, national origin, disability, age, sexual orientation, political beliefs, or marital or familial status, deserve the opportunity to be treated fairly and equitably with dignity and respect in the work place. APHIS managers, supervisors, and employees continue to be held accountable for any actions that result in any infractions of this policy.

As public servants, we will continue to provide equitable and discrimination free access to the public and direct our focus to those organizations that have not historically participated in or received benefits from APHIS programs. As one of the most productive agencies within the U.S. Department of Agriculture, we will continue to direct our efforts to activities that demonstrate how much we value our employees and customers by extending services in a proactive manner.

W. Ron DeHaven
Administrator

June 7, 2005



Safeguarding American Agriculture
APHIS is an agency of USDA's Marketing and Regulatory Program

An Equal Opportunity Provider and Employer

**EEOC FORM
715-01 PART A – F
U.S. Equal Employment Opportunity Commission
FEDERAL AGENCY ANNUAL EEO PROGRAM STATUS REPORT**

For period covering October 1, 2004, to September 30, 2005

PART A Department or Agency Identifying Information	1. Agency		1. United States Department of Agriculture	
	1.a. 2nd level reporting component		Animal and Plant Health Inspection Service	
	1.b. 3 rd level reporting component			
	1.c. 4 th level reporting component			
	2. Address		2. 1400 Independence Avenue, SW	
	3. City, State, Zip Code		3. Washington, DC 20250	
	4. CPDF Code	5. FIPS code(s)	4. AG 34 24	5. 11001
PART B Total Employment	1. Enter total number of permanent full-time and part-time employees		1. 5,519	
	2. Enter total number of temporary employees		2. 1,353	
	3. Enter total number employees paid from non-appropriated funds		3. N/A	
	4. TOTAL EMPLOYMENT [add lines B 1 through 3]		4. 8,059*	
PART C Agency Official(s) Responsible For Oversight of EEO Program(s)	1. Head of Agency Official Title		1. Michael Johanns Secretary of Agriculture	
	2. Agency Head Designee		2. W. Ron DeHaven Administrator	
	3. Principal EEO Director Official Title/Series/Grade		3. Anna P. Grayson, Director Civil Rights Enforcement and Compliance (CREC) 0260-15	
	4. Title VII Affirmative EEO Program Official		4. Njeri K. Mwalimu, Deputy Director CREC	
	5. Section 501 Affirmative Action Program Official		5. Linda M. Weaver, Disability Employment Program Manager	
	6. Complaint Processing Program Manager		Anna P. Grayson, Director Civil Rights Enforcement and Compliance	

	7. Other Responsible EEO Staff	Myra P. Young, Manager Alternative Dispute Resolution Center
		Steve Shelor, Assistant Director Program Delivery and Evaluations

** The APHIS employment database maintained by the National Finance Center (NFC) contains a third category of employees in addition to permanent and temporary. They are classified as “indefinite” employees who are on a “when actually employed” status. In FY 2005 APHIS had 1,187 (15%) indefinite employees in its personnel database. With the exception of tables A1 and A8 which specifically categorize the indefinite employees, those employees are not included as a separate personnel group in the analytical discussions contained in this report.*

PART D List of Subordinate Components Covered in This Report	Subordinate Component and Location (City/State)	CPDF and FIPS codes	
	Office of the Deputy Administrator Policy and Program Development Washington, D. C.		
	Office of the Deputy Administrator Legislative and Public Affairs Washington, D. C.		
	Office of the Deputy Administrator Marketing and Regulatory Programs Business Services Washington, D. C. Riverdale, Maryland Raleigh, North Carolina Ft. Collins, Colorado		
	Office of the Deputy Administrator International Services Washington, D. C. Riverdale, Maryland International Locations		
	Plant Protection and Quarantine Washington, D. C. Riverdale, Maryland Raleigh, North Carolina Ft. Collins, Colorado		
	Veterinary Services Washington, D. C. Riverdale, Maryland Raleigh, North Carolina Ft. Collins, Colorado		

	Animal Care Riverdale, Maryland Raleigh, North Carolina Ft. Collins, Colorado			
	Wildlife Services Washington, D. C. Riverdale, Maryland Raleigh, North Carolina Ft. Collins, Colorado			
	Biotechnology and Regulatory Services Riverdale, Maryland			

EEOC FORM 715-01 PART E

U.S. EQUAL EMPLOYMENT OPPORTUNITY COMMISSION

FEDERAL AGENCY ANNUAL EEO PROGRAM STATUS REPORT

Animal and Plant Health Inspection Service

For Period Covering October 1, 2004, to September 30, 2005

EXECUTIVE SUMMARY

“Protecting American agriculture”, is the basic charge of the Animal and Plant Health Inspection Service (APHIS). APHIS provides leadership in ensuring the health and care of animals and plants. The agency improves agricultural productivity and competitiveness and contributes to the national economy and the public health”. One of the agencies “Strategic Mission Objectives”, is “Value and invest in APHIS employees”. The Strategic Plan states, none of the “strategic priorities would be possible without the Agency’s dedicated, knowledgeable, skilled and diverse workforce.

The Fiscal Year 2005 EEO Program Status Report includes feedback from 285 managers and supervisors who were each required to complete and submit to the civil rights staff, the EEOC Self Assessment Checklist measuring the Essential Elements for a model program.

Progress in the Implementation of the Six Essential Elements of a Model Equal Employment Program:

Demonstrated Commitment from Agency Leadership: The Administrator issued an EEO Policy Statement and an Anti-Harassment Policy statement to all employees. Employees, managers, and supervisors are held accountable for adhering to civil rights and EEO policies through performance standards.

Integration of EEO into the Agency’s Strategic Mission: The EEO Director is part of the APHIS Management Team and meets with the Administrator and team weekly to discuss civil rights progress and the degree of agency compliance with Title VII and Rehabilitation Act programs. The EEO Director is a “fund holder” and is provided sufficient resources annually to create and maintain the EEO Programs. The Civil Rights and Human Resources directors each are responsible for providing managers and supervisors and employees with training and other resources to help them successfully implement EEO policies and procedures.

Management and Program Accountability: Compliance Reviews of APHIS programs are scheduled and conducted annually to assess the effectiveness and efficiency of Title VII and Rehabilitation Act Program implementation. The Human Capital Plan and a Strategic Work Plan were developed with input from the APHIS program managers. The plan emphasizes the utilization of human capital to accomplish the agency's mission. Human Capital accomplishments are reported to the Human Resources Director quarterly.

Proactive Prevention of Unlawful Discrimination: The Civil Rights and Human Resources Directors provide training and guidance for managers and supervisors in the ADR and Conflict Prevention processes. The agency has an ongoing complaints prevention initiative that includes a Management Help Line and a series of briefings on EEO provided under auspices of the Civil Rights Information Academy. A network of approximately 150 collateral-duty employees also supports agency civil rights programs. In fiscal year 2005, the Civil Rights program analyzed complaints data and determined that training was necessary to prevent allegations of retaliation and reprisal. Training was again held at Headquarters and for the first time at the Regional "Hub" in Raleigh North Carolina. A review of complaints data show that the number of complaints filed in fiscal year 2005 was the lowest since FY 98. Complaint closures for fiscal year 2005 totaled 107.

Efficiency: APHIS maintains an efficient, fair, accessible and impartial complaint process. The efficiency of the process is audited monthly, through a review of timeliness in the submission of EEO Counselor's reports, days required for the completion of contract investigations, issuance of final agency decisions, compliance with settlement agreements etc. Documentation of ADR offers, including the acceptance and declination of ADR are maintained for all complainants. The new online USDA complaints tracking system facilitates data input and report preparation including the Annual EEOC 462 report. EEOC 462 data were submitted on-line to the Department's Office of Civil Rights and to the EEOC, however, the new data collection system made it necessary to continue the data reconciliation process to January 2006. Data required under the "No Fear Act" are developed by the Civil Rights staff and posted on the agency website quarterly. No Fear Data are presented to the APHIS management team by the civil rights director prior to each posting.

Responsiveness and Legal Compliance: Compliance reviews, including desk and onsite reviews, are conducted according to an annual schedule. The Assistant Director for Program Delivery and Compliance provides written analyses of all Compliance Reviews to the heads of all units scheduled for review. Recommendations and Corrective actions are monitored until full implementation.

EEOC FORM 715-01 PART F

U.S. EQUAL EMPLOYMENT OPPORTUNITY COMMISSION

FEDERAL AGENCY ANNUAL EEO PROGRAM STATUS REPORT

**CERTIFICATION of ESTABLISHMENT of CONTINUING
EQUAL EMPLOYMENT OPPORTUNITY PROGRAMS**

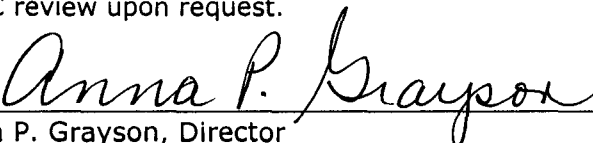
I, **Anna P. Grayson, Equal Employment Manager, 0260-15** am the

Principal EEO Director **Animal and Plant Health Inspection Service, Civil Rights**
for **Enforcement and Compliance**

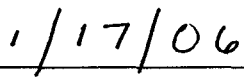
The annual self-assessment of Section 717 and Section 501 programs were reviewed against the essential elements prescribed by EEO MD-715. If an essential element did not meet the standards outlined in EEO MD-715, further evaluation was conducted and Plans for attaining the Essential Elements were included in with this report.

Work force profiles and barrier analyses focused on detecting the existence of management or personnel policies, procedures or practices that may be operating to the disadvantage any group. EEO Plans to eliminate these barriers are also included in this report.

I certify that proper documentation of this assessment is in place and is being maintained for EEOC review upon request.



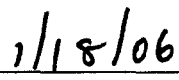
Anna P. Grayson, Director
Civil Rights Enforcement and Compliance
Signature of Principal EEO Director
Certifies that this Federal Agency Annual EEO Program
Status Report is in compliance with EEO MD-715.



Date



W. Ron DeHaven, Administrator
Signature of Agency Head



Date

EEOC FORM 715 – 01

EEO Program Status Report

PART H

EEO Plan to Attain the Essential Elements of a Model Program

EEOC FORM
715-01 PART H

U.S. Equal Employment Opportunity Commission

**FEDERAL AGENCY ANNUAL EEO PROGRAM STATUS REPORT
EEO Plan To Attain the Essential Elements of a Model EEO Program**

FY 2005 USDA, Animal and Plant Health Inspection Service	
STATEMENT OF MODEL PROGRAM ESSENTIAL ELEMENT DEFICIENCY:	Established timetables for the review of Merit Promotion Program Policy and Procedures for systemic barriers that may be impeding full participation in promotion opportunities by all groups.
OBJECTIVE:	To identify barriers and solutions to overcome barriers to the full implementation of merit promotion policies and procedures and the full participation in promotional opportunities for all groups.
RESPONSIBLE OFFICIAL(S):	Director, CREC Deputy Director, CREC
DATE OBJECTIVE INITIATED:	January 30, 2006
TARGET DATE FOR COMPLETION OF OBJECTIVE:	September 30, 2006
PLANNED ACTIVITIES TOWARD COMPLETION OF OBJECTIVE:	Schedule meetings with HR staff and EEO Advisory Committees to review and identify any barriers that exist in merit promotion plans, policies and procedures
TARGET DATE(S):	HR Meeting - by April 30, 2006 EEO Advisory Committee meeting by August 30, 2006

EEOC FORM
715-01 PART H

U.S. Equal Employment Opportunity Commission

**FEDERAL AGENCY ANNUAL EEO PROGRAM STATUS REPORT
EEO Plan To Attain the Essential Elements of a Model EEO Program**

FY 2005 USDA, Animal and Plant Health Inspection Service	
STATEMENT OF MODEL PROGRAM ESSENTIAL ELEMENT DEFICIENCY:	Establish timetables for the agency to review Employee Recognition and Awards Programs and procedures for systemic barriers that may be impeding full participation in the program by all groups.
OBJECTIVE:	To ensure the equitable and fair distribution of monetary and non monetary awards to employees.
RESPONSIBLE OFFICIAL(S)	Director, CREC Deputy Director, CREC
DATE OBJECTIVE INITIATED:	October 1, 2005
TARGET DATE FOR COMPLETION OF OBJECTIVE:	September 30, 2006
PLANNED ACTIVITIES TOWARD COMPLETION OF OBJECTIVE:	Review the OPM conducted climate survey to determine employee views and opinions on the agency awards and recognition program. Analyze 3 rd quarter data to identify participation of all groups in the awards program.
TARGET DATE(S):	Review OPM Climate Survey data by March 30, 2006. Analyze and prepare a report of awards for each EEO Group by June 30, 2006.

EEOC FORM
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U.S. Equal Employment Opportunity Commission

**FEDERAL AGENCY ANNUAL EEO PROGRAM STATUS REPORT
EEO Plan To Attain the Essential Elements of a Model EEO Program**

FY 2005 USDA, Animal and Plant Health Inspection Service	
STATEMENT OF MODEL PROGRAM ESSENTIAL ELEMENT DEFICIENCY:	Establish timetables for the agency to review of Employee Development/Training Programs for systemic barriers that may be impeding full participation in training opportunities by all groups.
OBJECTIVE:	To ensure opportunities exist for participation by all employees in employee development and training programs and mandatory civil rights training.
RESPONSIBLE OFFICIAL(S):	Director, CREC Deputy Director, CREC
DATE OBJECTIVE INITIATED:	January 30, 2006
TARGET DATE FOR COMPLETION OF OBJECTIVE:	September 30, 2006
PLANNED ACTIVITIES TOWARD COMPLETION OF OBJECTIVE:	Consult with Training and Development staff on employee training executed in Fiscal Year 2006. Meet with HR to determine compliance with agency requirements for Individual Development Plans and/or Learning Contracts.
TARGET DATE(S):	By September 30, 2006, prepare a report of participation in agency sponsored training and career development programs. By August 30, 2006, prepare a report of agency programs in compliance with guidelines for Individual Development Plans and Learning Contracts.

EEOC FORM
715-01 PART H

U.S. Equal Employment Opportunity Commission

**FEDERAL AGENCY ANNUAL EEO PROGRAM STATUS REPORT
EEO Plan To Attain the Essential Elements of a Model EEO Program**

FY 2005 USDA, Animal and Plant Health Inspection Service	
STATEMENT OF MODEL PROGRAM ESSENTIAL ELEMENT DEFICIENCY:	Determine the length of time taken to issue Final Agency Decisions. Note: The agency's EEOC 462 report indicates that the office of civil rights processed 58 APHIS Final agency decisions in an average of 1,065 days.
OBJECTIVE:	To work with the Office of Civil Rights to assist them in achieving their goal of processing complaints within 180 days.
RESPONSIBLE OFFICIAL(S):	Director, CREC Deputy Director, CREC
DATE OBJECTIVE INITIATED:	October 1, 2005
TARGET DATE FOR COMPLETION OF OBJECTIVE:	September 30, 2006
PLANNED ACTIVITIES TOWARD COMPLETION OF OBJECTIVE:	Provide the Office of Civil Rights with a report of outstanding Final Agency Decisions.
TARGET DATE(S):	By January 31, 2006, provide the office of civil rights with a listing of cases pending Final Agency Decision. Monitor the USDA on-line system (<i>by the 7th day of each month</i>), and record the number of FADS listed is consistent with the number received. Meet with OCR staff monthly.

EEOC FORM
715-01 PART H

U.S. Equal Employment Opportunity Commission

**FEDERAL AGENCY ANNUAL EEO PROGRAM STATUS REPORT
EEO Plan To Attain the Essential Elements of a Model EEO Program**

FY 2005 USDA, Animal and Plant Health Inspection Service	
STATEMENT OF MODEL PROGRAM ESSENTIAL ELEMENT DEFICIENCY:	Does the agency EEO office have management controls in place to monitor and ensure that the data received from Human Resources is accurate, timely received, and contains all the required data elements for submitting annual reports to the EEOC.
OBJECTIVE:	Implement a data collection system that permits tracking of the information required by MD 715 and its instructions.
RESPONSIBLE OFFICIAL(S):	Director, CREC Deputy Director, CREC Assistant Directors, Human Resources
DATE OBJECTIVE INITIATED:	January 30, 2006
TARGET DATE FOR COMPLETION OF OBJECTIVE:	April 30, 2006
PLANNED ACTIVITIES TOWARD COMPLETION OF OBJECTIVE:	Review current NFC data elements accessible via "FOCUS" reports, to ensure EEOC MD 715 requirements can be met. Monitor the results of the new USDA Applicant Flow system and the system created to document RSNO data in the required MD 715 format.
TARGET DATE(S):	NFC data element review to be completed by June 1, 2006. Meeting/Conference with HR on RSNO data collection and Applicant Flow data collection by August 1, 2006.

EEOC FORM 715 – 01

EEO Program Status Report

PART I

EEO Plan to Eliminate Identified Barriers

EEOC FORM
715-01 PART I

U.S. Equal Employment Opportunity Commission

**FEDERAL AGENCY ANNUAL EEO PROGRAM STATUS REPORT
EEO Plan To Eliminate Identified Barriers**

<p>FY 2005 USDA, Animal and Plant Health Inspection Service</p>	
<p>STATEMENT OF CONDITION THAT WAS A TRIGGER FOR A POTENTIAL BARRIER:</p> <p>Provide a brief narrative describing the condition at issue.</p> <p>How was the condition recognized as a potential barrier?</p>	<p>Establish and Meet Hiring and Retention Goals for Employees with Targeted Disabilities</p> <p>Individuals with Targeted Disabilities (TD) have a low participation rate in the APHIS workforce. A review of FY 05 data show a workforce of 7959 employees. Of this number, 59 or 0.74 percent were persons with TDs, which is below the Federal standard of 2.27 %.</p> <p>The separation rate for persons with TDs is 3.4 % which is greater than the agency wide separation rate of 3.3 percent.</p> <p>Employees with TDs show a greater representation at the higher grade levels. Of the 59 employees with TDs, the majority are concentrated in grades GS-7 through GS-14 with 36 or 61 percent. Of the 36 employees with TDs disabilities 25 percent are in grades GS-7 through GS-12; 4 employees with TD at the GS 13 and 14 grade levels. The majority of the employees with TDs are in the GS pay plan, however, APHIS does employ 1 person in the GM and AD pay plans with targeted disabilities.</p>
<p>BARRIER ANALYSIS:</p> <p>Provide a description of the steps taken and data analyzed to determine cause of the condition.</p>	<p>In FY 2005, the APHIS total permanent workforce increased by 262 employees, reflecting a net change of 3.3 percent. Employees with TD (59) in APHIS did not increase. Employees with TD decreased by 2 employees reflecting a net change of -3.4 percent</p>
<p>STATEMENT OF IDENTIFIED BARRIER:</p> <p>Provide a succinct statement of the agency policy, procedure or practice that has been determined to be the barrier of the undesired condition.</p>	<p>The participation rate for individuals with Targeted disabilities is below the federal standard. Data show that individuals with targeted disabilities show a net change of -3.4, indicating a problem with the retention of Schedule A employees and the conversion of Schedule A employees to Career Conditional.</p>

<p>OBJECTIVE:</p> <p>State the alternative or revised agency policy, procedure or practice to be implemented to correct the undesired condition.</p>	<p>Assist APHIS HR and hiring officials in establishing and maintaining goals for hiring and retaining persons with targeted disabilities. Encourage hiring officials to recruit and retain persons with targeted disabilities by utilizing such organizations as the WRP for College Students with Disabilities, the Job Accommodation Network (JAN) and other organizations specializing in identifying qualified individuals with TD for employment with APHIS.</p> <p>Provide disability awareness training for managers and supervisors to improve the employment and advancement of persons with targeted disabilities.</p> <p>Utilize the PEARS system in locating and recruiting persons with TD in the APHIS workforce.</p> <p>Continue to circulate résumés of persons with TD to various USDA and APHIS offices in headquarters and field locations.</p> <p>Require annual reasonable accommodation procedures and sensitivity training to managers and supervisors to alleviate the separation of persons with targeted disabilities due lack of resources or knowledge.</p>
<p>RESPONSIBLE OFFICIAL:</p>	<p>Director, CREC Deputy Director, CREC APHIS Recruitment Manager APHIS Disability Employment Program Managers</p>
<p>DATE OBJECTIVE INITIATED:</p>	<p>October 1, 2005</p>
<p>TARGET DATE FOR COMPLETION OF OBJECTIVE:</p>	<p>September 30, 2006</p>

EEOC FORM
715-01 PART I

U.S. Equal Employment Opportunity Commission

**FEDERAL AGENCY ANNUAL EEO PROGRAM STATUS REPORT
EEO Plan To Eliminate Identified Barriers**

PLANNED ACTIVITIES TOWARD COMPLETION OF OBJECTIVE:	COMPLETION DATES
Monitor the hiring and retention rates for employees with disabilities twice during the fiscal year and retention patterns of APHIS headquarter and field locations to determine progress in hiring and retention goals for the Agency by analyzing EEO workforce data to identify strengths and weaknesses with recommendations for full employment and retention of persons with TD.	3/30/2006 and 9/30/2006
Promote and encourage the use of career development programs for persons with TD disabilities.	9/30/2006
Ensure reasonable accommodations are being made to qualified individuals with disabilities in accordance to applicable laws and departmental regulations.	3/30/2006 and 9/30/2006
Require the delivery of mandatory disability awareness training for managers and supervisors, including special hiring authorities, reasonable accommodations and employment resources.	9/30/2006
Promote the use of the Schedule A, Excepted Service hiring authority to directly hire qualified applicants with targeted disabilities.	1/30/2006
Greater participation in the Workforce Recruitment Program for College Students with disabilities in obtaining summer and permanent appointments of persons with TD.	3/30/2006
Require annual training and sufficient resources for all Disability Employment Program Managers in assisting APHIS officials in retaining persons with TD.	8/30/2006
Conduct desk review of the disability program within APHIS to ensure compliance with the relevant disability, including the ADA, Rehabilitation, Section 504 and 508.	3/30/2006
REPORT OF ACCOMPLISHMENTS and MODIFICATIONS TO OBJECTIVE	

EEOC FORM
715-01 PART J

U.S. Equal Employment Opportunity Commission

FEDERAL AGENCY ANNUAL EEO PROGRAM STATUS REPORT

**Special Program Plan for the Recruitment, Hiring, and Advancement of
Individuals With Targeted Disabilities**

PART I Department or Agency Information	1. Agency	1. Animal and Plant Health Inspection Service					
	1.a. 2 nd Level Component						
	1.b. 3 rd Level or lower						
PART II Employment Trend and Special Recruitment for Individuals With Targeted Disabilities	Enter Actual Number at the beginning of FY.		... end of FY.		Net Change	
		Number	%	Number	%	Number	Rate of Change
	Total Work Force	7697	100%	7959	100%	262	3.3
	Reportable Disability	415	5.3%	417	5.2%	0	0
	Targeted Disability*	61	0.8%	59	0.7%	2	-3.4
	* If the rate of change for persons with targeted disabilities is not equal to or greater than the rate of change for the total workforce, a barrier analysis should be conducted.						
	1. Total Number of Applications Received From Persons With Targeted Disabilities during the reporting period.					USDA will begin collecting applicant flow data in Fiscal year 2007	
	2. Total Number of Selections of Individuals with Targeted Disabilities during the reporting period.					8	

PART III Participation Rates In Agency Employment Programs									
Other Employment/Personnel Programs	TOTAL	Reportable Disability		Targeted Disability		Not Identified		No Disability	
		#	%	#	%	#	%	#	%
3. Competitive Promotions	364	25	6.9%	2	0.5%	0	0	337	93%
4. Non-Competitive Promotions	582	37	6.3%	4	0.7%	0	0	541	93%
5. Employee Career Development Programs									
5.a. Grades 5 - 12	4214	283	6.7%	37	0.9%	N/A	N/A	3894	92%
5.b. Grades 13 - 14	1194	61	5%	0	0	0	0	1133	95%
5.c. Grade 15/SES	26	2	8%	0	0	0	0	24	92%
6. Employee Recognition and Awards									
6.a. Time-Off Awards (Total hrs awarded)	5,094	377	7.4%	26	0.5%	0	0	4691	92%
6.b. Cash Awards (total \$\$\$ awarded)	\$4,446,049	\$276,953	6.2%	\$38,777	0.9%	0	0	\$4,130,319	93%
6.c. Quality-Step Increase	288	19	6.6%	6	2.0%			263	91%
EEOC FORM 715-01 Part J	Special Program Plan for the Recruitment, Hiring, and Advancement of Individuals With Targeted Disabilities								
Part IV Identification and Elimination of Barriers	Agencies with 1,000 or more permanent employees MUST conduct a barrier analysis to address any barriers to increasing employment opportunities for employees and applicants with targeted disabilities using FORM 715-01 PART I . Agencies should review their recruitment, hiring, career development, promotion, and retention of individuals with targeted disabilities in order to determine whether there are any barriers.								
Part V Goals for Targeted Disabilities	<p>Agencies with 1,000 or more permanent employees are to use the space provided below to describe the strategies and activities that will be undertaken during the coming fiscal year to maintain a special recruitment program for individuals with targeted disabilities and to establish specific goals for the employment and advancement of such individuals. For these purposes, targeted disabilities may be considered as a group. Agency goals should be set and accomplished in such a manner as will effect measurable progress from the preceding fiscal year. Agencies are encouraged to set a goal for the hiring of individuals with targeted disabilities that is at least as high as the anticipated losses from this group during the next reporting period, with the objective of avoiding a decrease in the total participation rate of employees with disabilities.</p> <p>Goals, objectives and strategies described below should focus on internal as well as external sources of candidates and include discussions of activities undertaken to identify individuals with targeted disabilities who can be (1) hired; (2) placed in such a way as to improve possibilities for career development; and (3) advanced to a position at a higher level or with greater potential than the position currently occupied.</p>								

**Animal and Plant Health Inspection Service
Recruitment Strategies for Persons with Targeted Disabilities**

Fiscal Year 2005 Accomplishments

New Recruitment Strategies	COMPLETION DATES
<p>The agency goal was to hire 63 individuals with disabilities and 49 individuals with targeted disabilities from October 1, 2000 to September 30 2005. Total number of hires with disabilities each year – 12. Total number of new hires with targeted disabilities each year - 9</p> <p><u>Accomplishments:</u> <i>As of September 30, 2005, APHIS hired 57 employees with reported disabilities and 8 with targeted disabilities.</i></p>	9/30/2005
<p>Analyze EEO workforce profile data quarterly to identify strengths and weaknesses and develop strategies with recommendations to help alleviate barriers to full employment of persons with disabilities</p> <p><u>Accomplishment(s):</u> <i>Workforce profile data was analyzed the following Strengths and Weaknesses were identified.</i></p> <ul style="list-style-type: none"> ✦ <i>The percent of employees with targeted disabilities (59 or 0.74%), is below the Federal Standard of 2.27% of the workforce. The separation rate for employees with targeted disabilities was - 3.4 which were greater than the separation rate of the total APHIS workforce, 3.3%.</i> ✦ <i>The majority of the employees with targeted disabilities are concentrated in GS-7 through GS-12. Of the 59 employees with targeted disabilities, 36 or 61% are employed in these grade ranges.</i> 	3/30/2005 and 9/30/2005
<p>Utilization of the Workforce Recruitment Program (WRP) for College Students with Disabilities</p> <p><u>Accomplishment:</u> <i>APHIS utilized the WRP for College Students with Disabilities and hired 3 persons with disabilities.</i></p>	3/1/2005 – 8/30/2005
<p>Work with MRP Human Resources to identify available positions for persons with targeted disabilities.</p> <p><u>Accomplishment:</u> <i>Meetings were held with HR to identify resources and methods that could be used to recruit persons with disabilities, HR contacts, and CREC expectations of HR in completing the required MD-715 report.</i></p>	10/1/2004- 9/30/2005
<p>Research Job possibilities Summer temporary Permanent full-time</p>	10/1/2004- 9/30/2005

<p><u>Accomplishment:</u> Utilized the WRP to hire 3 persons with disabilities. Resumes of persons with disabilities eligible for appointment under Schedule A were circulated to headquarters and field DEPMs.</p>	
<p>Outreach to Colleges and Universities</p> <p><u>Accomplishments:</u> Field office DEPMs participated in various job fairs at colleges and universities.</p>	9/30/2005
<p>Work with the APHIS Training and Development Branch to sponsor mandatory Disability Awareness Training for APHIS employees</p> <p><u>Accomplishment:</u> Mandatory training in providing disability awareness was scheduled for completion by all employees December 31, 2005. To date (1/11/06) 50% of APHIS employees, including managers and supervisors completed the mandatory training.</p>	7/1/2005
<p>Work with the APHIS Training and Development Branch to sponsor mandatory Reasonable Accommodation Training for Managers and Supervisors.</p> <p><u>Accomplishment:</u> Mandatory Training for Reasonable Accommodation was completed by 50% of the agency employees. This training was combined with disability awareness training.</p>	8/30/2005

***Animal and Plant Health Inspection Service
Recruitment Strategies for Persons with Disabilities
Fiscal Year 2006***

New Recruitment Strategies	Target Dates
APHIS will utilize internal and external resources to identify qualified individuals with reported and targeted disabilities.	10/1/2005 – 9/30/2006
Analyze EEO workforce profile data to identify strengths and weaknesses and develop strategies with recommendations to help alleviate barriers to full employment of persons with disabilities	3/30/2006 and 9/30/2006
Utilization of the Workforce Recruitment Program for College Students with Disabilities to employ students in permanent appointments, summer internships and student career educations.	3/30/2006 – 8/30/2006
Work with MRP Human Resources to identify available positions for persons with targeted disabilities	10/1/2005 – 9/30/2006
APHIS will support scholarship programs sponsored by the Association for Persons with Disabilities and the Department of Labor.	10/1/2005 – 9/30/2006
Research Job possibilities Summer temporary Permanent full-time	10/1/2005 – 9/30/2006
APHIS will continue its outreach to colleges and universities, participate in career fairs, by sharing vacancy announcements to students with disabilities.	10/1/2005 – 9/30/2006
Work with the APHIS Training and Development Branch to sponsor annual mandatory disability awareness training for all employees.	9/30/2006

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A Table

Total Employment Data

Analysis of Workforce Profiles FY 2005

Participation Rates - A comparison of fiscal year 04 and fiscal year 05 shows a net change in the total APHIS work force of 3.41% a difference of 266 employees and a workforce total of 7793 in FY 04 and 8059 in FY 05. The participation rate for women was higher in FY 05 (40.81%) than in FY 04 (40.33%), but lower than the comparable U. S. Civilian Labor Force (CLF) rate of 46.8%. The participation rate for Hispanic or Latino men (6.82%) is above the rate 6.2% CLF rate. The participation rate of African American men is 2.92% which is below the CLF rate of 4.8%; for women the rate is 5.41% compared with a CLF rate of 5.70%. The participation rate for Asian men and women is above the CLF rate with Asian men showing a participation rate of 5.09% compared with a CLF rate of 1.90%. The participation rates for American Indian men and women are each .10% higher than the CLF rate. .40% vs. .30%

Occupational Categories – The majority of APHIS employees 4,134 are at Grades GS 12 and below followed by 1,081 employees at Mid-level grades GS 13 and 14 and 138 employees at the GS 15 and above. In the category Officials and Managers there are 1,370 employees. In Executive/Senior Level positions, there are more men (98) than women (40), White men and women represent 62.3% and 23.2% respectively of this level of employment. Mid level employment GS 13 – 14 totals 1,081 with men out numbering women 664 to 417. White men (578), and White Women (330), represent 53.4% and 30.53% respectively of this category.

New Hires – In FY 2005, 407 employees were hired to permanent positions; 754 to temporary positions and 171 to indefinite positions. Women outnumbered men in permanent hires with 232 hires compared to 175 for men. The number of Hispanic men and women hired to Temporary positions 66 and 45 respectively was greater than the number of Hispanic men and women hired to permanent positions 21 and 11 respectively. More temporary African American males were hired than permanent and more permanent African American females were hired than temporary. Asian hires to temporary positions 44 men and 24 women were greater than permanent hires of 6 men and 5 women. American Indians were also hired to temporary positions at a higher rate than to permanent positions.

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B Table

Total Employment Data

TABLE B

Narrative for Individuals with Disabilities Employment

Table B-2: Total Workforce by Component

The Animal and Plant Health Inspection Service (APHIS) is comprised of **10** subcomponents, which has a total permanent employee population of **5,519**. Of this total, the breakdown by disability status is as follows: No Disability (5021); Not Identified (98); Disability (400); and Targeted Disability (50).

Tables B4-1 and B4-2: Participation Rates for General Schedule (GS) Grades by Disability (Permanent and Temporary Employees)

These charts show the total representation of employees and percentages by grade distribution and disability status. The total employment for permanent employees in GS/GM, SES and related grade positions (GS-01 – GS 15) is **5,210** and for temporary employees, total employment is **975**.

Tables B5-1 and B5-2: Participation Rates for Wage Grade (WG) by Disability (Permanent and Temporary Employees)

These charts show the total representation of employees and percentages by grade distribution and disability status in grades WD/WG/WL/WS (01-15). The total population for permanent employees is **110**, and for temporary employees, the total population is **179**.

Table B6: Participation Rates for Major Occupations (Permanent and Temporary)

APHIS is recognized by the Department as having seven major occupation job series. They are as follows: Gen Bio Sci -401; Bio Techn – 404; PPQ – 421; Vet Med Sci – 701; Animal Plt. Tech – 704; Wildlife Bio – 486; and Info. Tech Spec – 2210. These charts show the breakdown of the permanent and temporary population along with the disability status.